

PRELIMINARY LIST:
RECORDS USEFUL TO OFFICE OF WORKER ADVOCACY

March 2001

The Office of Worker Advocacy will need to use many categories of scheduled and unscheduled records to carry out its responsibilities under the Energy Employees Occupational Illness Compensation Program Act of 2000. Listed below are broad categories of scheduled records that will be useful..

For Claims of Former DOE and DOE M&O Contractor Workers:

(Some combination of these may be the only categories needed when obvious benefits are due.)

1. Employee Medical Folders, Federal and Contractor
2. Official Personnel Files, Federal and Contractor
3. Personnel (Federal and Contractor) Radiation Exposure Dose Records (Film Badges)
4. Radiation Contamination Control Program Records
5. Records Concerning Personnel Exposure to Hazardous Concentrations of Toxic Chemicals and Other Materials
6. Individual Employee Health Hazard Case Files
7. Individual Non-Occupational Health Record Files
8. Occupational Injury and Illness Files
9. Personal Injury Files
10. Workman's Compensation Claim Files

**For Claims of Former DOE and DOE M&O Contractor Workers:
Cases of Inadequate Information or Appealed Claims**

These categories may also have to be searched in instances in which some or all workplace conditions/exposures need to be reconstructed. This is just a preliminary list--some of the difficult claims may require documentation from other records categories which are not listed below.

1. Safety Management Records
2. Environmental Contamination Measurement Records
3. Many categories of records in the Schedule for Environmental Records
4. Biological Laboratory Records, Researcher's Biology Notebooks
5. Special Research and Reactor Materials Allocation Files
6. Special Materials Accountability Records
7. Nuclear Materials Control and Accountability Records
8. Casualty Insurance Records
9. Position Descriptions
10. Denied Health Benefits Requests under Spouse Equity
11. Employee Concerns Program Files
12. Progress Reports
13. Management of Production Records
14. Product Management Records
15. Industrial Methods Records
16. Organization Charts and Histories

**For Claims of Former Workers of Atomic Weapons Employers and Beryllium Vendors:
(Individuals Never Worked for DOE):**

Because these people will make claims for work that took place outside of a DOE site, DOE records will have to be searched for information about what took place at a private company. This information will be the most difficult to find.

1. Records of High Level Officials
2. Administrative Management Records, Correspondence Files, Operational and Routine (at all levels of an organization or field site)
3. Routine Procurement Files
4. Management of Production Records
5. Survey and Inspection Files (Privately Owned Facilities)
6. Special Research and Reactor Materials Allocation Files
7. Special Materials Accountability Files
8. Nuclear Materials Control and Accountability Records
9. Records of the Transfer of Nuclear Materials for Research